



**The Juvenile Justice and Delinquency Prevention
Commission of San Bernardino County**

Minutes for October 12, 2022

<p>Commissioners Dr. Aaron Miller, Chairperson Joyce Frevert, First Vice Chairperson Dr. Frances Coles, Second Vice Chairperson Earl Smith, Secretary Chanda Kellogg Diana Martin Dwaine Radden Sr. Edward Brantley Chelsea Ramirez</p>	<p>Courts Honorable Lynn Poncin</p>	<p>Probation Kimberly Epps, DCPO Erica Ramirez, POIII</p> <p>Minutes by: Mary Cardenas, Secretary II</p>
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Opening of the Meeting:

Secretary, Earl Smith called the San Bernardino County Juvenile Justice and Delinquency Prevention Commission meeting to order at 3:30 p.m.

Flag Salute

Pledge of Allegiance conducted.

Roll Call

Secretary, Earl Smith conducted roll call.

Excused: Honorable Lynn Poncin, Commissioner, Chelsea Ramirez

Absent: Commissioner Edward Brantley

Present: Chairperson Aaron Miller, Joyce Frevert, First Vice Chairperson, Dr. Frances Coles, Second Vice-Chairperson, Secretary, Earl Smith, DCPO Kim Epps, POIII Erica Ramirez, Commissioner Chanda Kellogg, Commissioner Diana Martin, Commissioner Dwaine Radden,

Guest(s): None

Approval of Minutes

August 10, 2022 and September 14, 2022 Minutes have been approved.

Swearing In

None

Judge's Remarks

Honorable Lynn Poncin – Not Present.

Chief's Remarks

DCPO Epps on behalf of Chief Probation Officer Tracy Reece.

- The departments Education Liaisons and other staff that are associated with education have completed the student discipline and student records training held by County Schools.
- Family First Prevention Services Act – Section 4 is in place. The department is currently working on section 1.
 - Stake Holder Meetings – DCPO Epps will give the Commission dates of the future meetings.
 - DCPO Epps will have someone give a presentation to the Commission.

Coordinator's Remarks**Probation Officer III Erica Henderson**

- BSCC Inspections
 - Inspections start tomorrow, October 13, 2022, the last one is November 1, 2022.
 - The Commission to inform her once an inspection has been completed.
- December Meeting
 - The Commission agrees with a catered dinner for the next meeting.
- Emails
 - The Commission to send all emails pertaining to JJDPDC to PO III Henderson.

Chair Updates:

- Commissioner Aaron Miller
 - Elections for Executive Board nominees will be held in November.
 - Voting will be in December.
 - Must be present to cast your vote.
 - By Laws – The Commission suggested to review the By Laws at the next meeting.
 - Inspections – Secretary, Earl Smith asked for a contact person for the facilities.
 - POIII Henderson will notify the facilities regarding the inspections scheduled.
 - Commissioner Diana Martin suggested to ask for the Watch Commander on duty.
 - Inform POIII Henderson with any concerns regarding any inspections and she'll inform DCPO Epps.
 - Inspection forms: Commissioner Aaron Miller stated his concern regarding the facilities forms
 - If the facilities form doesn't match the current form and the facility doesn't have a letter from the state approving it, inform them that you'll be using your form and attaching a copy of their form.
 - Commissioner Recruitment – All Commissioners have been provided recruitment Applications.
 - Secure satellite location for the desert – Would like to specify that a satellite location is available for the desert area, due to the distance and the limited time of the meeting.
 - DCPO Epps approves
 - POIII Henderson to make arrangements with Michael Donahue
 - Flyer – Flyer for the website is complete.
 - Pictures – Pictures of Honorable Lynn Poncin and Commissioner Diana Martin need to be taken.
 - Video – A staff has been assign to work on the video.
- **Unfinished Business**
None

Roundtable

Secretary, Earl Smith: Appreciates everyone.

Commissioner, Chandra Kellogg: Would like a binder.

Commissioner, Diana Martin: None

DCPO Epps: December Lunch with an annual photo, with a presentation from an Arise staff.

Second Vice Chairperson, Commissioner Frances Coles: None

First Vice Chairperson, Commissioner Joyce Frevert: None

Chairperson, Chairperson Aaron Miller: None

POIII Henderson: None

Commissioner Dwaine Radden: Invited the Commissioners to attend a field ceremony.

Adjournment

Meeting adjourned by Chairperson Dr. Aaron Miller at 4:35 p.m.

The next JJDPC meeting will be held on

November 9, 2022

3:30 p.m.

Location: 175 W. 5th Street San Bernardino, CA

Room: 401

****** Meeting subject to change; details to be emailed to Commissioners******